

INSTRUCTIONS
NEW JERSEY PRIVATE DETECTIVE LICENSE APPLICATION

1. If requesting an application for a corporation license, all officers and/or directors of the corporation papers shall submit an application. The qualifier (person possessing five years police or investigative experience) for a corporation license must be an officer and/or director of the corporation.
2. Pursuant to NJAC 13:55-1.8 NO ACTIVE LAW ENFORCEMENT OFFICER OR INVESTIGATOR of any Federal, State, County or Municipal Police Agency may hold a Private Detective license or serve as a Qualifying member, officer or director of any firm, association or corporation licensed under the Act.
3. A ***non-refundable license fee*** in the form of a money order, cashier's check, certified check, or business check written in the amount of \$250.00 for an Individual license or \$300.00 for any other type license, is required upon submission of the application. All checks made payable to the "STATE OF NEW JERSEY". No personal checks accepted.

NOTE: PAYMENT OF FEE DOES NOT GUARANTEE LICENSING. AN APPLICANT MUST SATISFY THE QUALIFICATIONS AS SET FORTH IN NJS 45:19-12 OF THE PRIVATE DETECTIVE ACT OF 1939.

4. A fingerprinting receipt from Sagem Morpho will be submitted for each applicant. Fingerprinting instructions and Employee/Initial Universal Forms are available on the Internet, www.njsp.org. Click on **Services**, then **Forms to Download**.
5. Application must be fully completed and signed (page6) by the applicant. Completed application must be signed and notarized by **any** Notary Public.
6. If utilizing your home address as your business location and **do not** want your home address disseminated, then in addition to your home address, provide a business and/or Post Office Box address for Non State Police correspondence. * The licensing list is publicly available for purchase.
7. The enclosed photograph (page 3) can be either black and white or colored. Polaroids are acceptable. The photograph must include the head and shoulders (**NO FULL BODY**), a light background and no hat. It must have been taken within the last 30 days.
8. The references (Page5) shall be five reputable citizens over the age of eighteen, not related to the applicant.
** The vouchers can reside within any municipality, county, or State within the United States.
9. "Affirmation in Support of Answers to Experience Qualifications Form" must be completed by a former or present employer for the qualifying officer. A separate form must be submitted from **each** employer.

NOTE: In lieu of the Affirmation form, a letter on employer's official stationery may be submitted, listing employment dates, employment title, actual date of separation, reason for employment termination, and if the applicant departed in good standing. The letter can be signed by the applicant's employer or other person responsible for employment verification.

10. Authorization for Release of Information **must** be completed.
11. Submit corporation name or trade name form, if applicable.

For additional information contact the New Jersey State Police, Private Detective Unit, 609-633-9352.

Remit application to: New Jersey State Police
Private Detective Unit
P.O. Box 7068
West Trenton, N.J. 08628-0068